

1.933
Ac2

Budget Bureau No. 40-R1119
Approval Expires 1/1/46

U. S. DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION

ACCOUNTING PROCEDURE

for

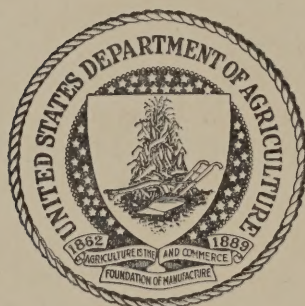
LOCKER PLANTS

Effective October, 1944

USDA
LIB

JAN 27 1945

UNITED STATES
DEPARTMENT OF AGRICULTURE
LIBRARY



BOOK NUMBER 1.933
Ac2

516613

GPO 8-7671

FOREWORD

This Accounting Procedure for Locker Plant Systems has been prepared in order that the accounts and accounting records of REA-financed Refrigeration Locker Plant Cooperatives will be maintained in a uniform and accurate manner.

This manual was prepared after a considerable amount of study and research by REA staff members and with the cooperation of employees of operating systems. It is our opinion that this manual provides an adequate and uniform accounting system which will meet the requirements of both the Cooperative management and REA.

It is recognized that the practical application of these instructions will undoubtedly develop ideas which will result in improved management practices. It is requested therefore that suggestions and recommendations for improving the present manual be forwarded to REA so that proper consideration may be given for their inclusion in subsequent revisions of the manual.

ACCOUNTING PROCEDURE FOR LOCKER PLANTS

For convenience in the discussion of the accounting forms, records and procedure, the use of which is necessary in the construction and operation of Locker Plants, the subject will be divided into the following parts:

Section I

Requisitioning of Funds

Banking

Reporting of Construction Expenditures

Use of Clearing Accounts During Construction Period

Memberships and Membership Fees

Lockers

Operations

a. Slaughtering

b. Processing

c. Renting of Lockers

d. Sale of Merchandise

Expense Analysis

Chart of Accounts

Forms, Records and Reports

Section II

Branch Office Accounting

Section III

Consignment Accounting

Requisitioning of Funds

A request for funds for the construction of a Locker Plant must include the following documents:

1. Statement of Purposes and Statement of Expenditures, Form FI-134, in triplicate. One copy will be retained at Locker Plant and the original and one copy forwarded to REA.
2. Receipted invoices for expenditures.
3. Public Voucher for Payment Under Installation Contracts, Form FI-9, in triplicate. All three copies forwarded to REA.

See detailed instructions in Form FI-137 - Instructions for Requisitioning and Accounting for Funds Under the Installation Loan Contract.

Banking

Funds derived from the collection of membership fees, locker rentals and revenue from operations should be carried in the General Funds Bank Account. Funds advanced by REA for construction purposes should be deposited in the Special Refrigeration Installation Bank Account. Banks selected as depositories must be members of FDIC. For banks

selected it is necessary that REA be furnished with statements of financial condition in order that necessary approval by REA can be given.

Reporting of Construction Expenditures

For purpose of reporting construction expenditures and forwarding of the receipts supporting construction checks drawn on the Special Refrigeration Installation Bank Account, Form FI-134R, Statement of Purposes and Expenditures, should be used. This form is to be prepared in triplicate. The original and one copy to be forwarded to REA and one copy retained in the office of the Locker Plant. The front side of Form FI-134R is to be used for indicating in column 6 the amount of Locker Plant or Long-Term Debt Obligation to REA. That is, the amount of money advanced by purposes if available, such as for land, buildings, lockers, etc., purpose being itemized in column 1. The reverse side of Form FI-134R is to be used for reporting construction expenditures to contractors, etc., in accordance with the caption contained thereon. The listings contained on this side of Form FI-134R must be supported by proper receipts, showing check and receipt numbers by purposes. The information called for on lines A to F, as included on the lower section of this form, must be shown.

Form FI-134R should be certified to by the Treasurer or other properly designated officer.

Use of Clearing Accounts During Construction Period

During the period of construction of Locker Plant, construction costs should be charged to the Construction Work in Progress, Special Refrigeration Installation Clearing Account, if paid from Construction Funds advanced for the purpose. If such costs are paid from General Funds, and are to be later reimbursed, they should be charged to Construction Work in Progress, General Funds.

Memberships and Membership Fees

Membership in the Locker Plant is required in order to take advantage of the privileges offered. Acceptance of membership applications, approval of such applications by the Board and payment of the membership fee is necessary to attain a membership. Certain privileges may be extended to nonmembers, such as in those instances where slaughtering, processing, etc., is done for other than members or it may become desirable to sell merchandise such as meats, poultry, fruits, vegetables, etc., which have been purchased for resale. Membership fees must be paid at the time of accepting membership application.

Lockers

Lockers should be rented only to members. A member may rent as many additional lockers as he so desires on his one membership. All locker rentals must be paid in advance.

Operations

Locker Plant operations consist almost entirely of slaughtering, processing, renting of lockers to members and the sale of meats, poultry, fruits, vegetables, etc. States, counties and/or towns will require certain permits and/or licenses to do business. Managers must see that all such legal requirements are met.

In reselling of merchandise, certain foods will, in all probability, be included on the list of those which are rationed. In such instances, managers should contact the nearest Office of Price Administration to determine what additional records may be required reflecting kinds of foods, quantities sold, dates sold, inventories and ration points involved.

Expense Analysis

As revenue from operations has been classified as that derived from Slaughtering, Processing, Locker Rentals, Selling, Supplies and Other Income, in order that any phase of the Locker Plant operations may be considered from a profit or loss standpoint, it is necessary that expenses be classified accordingly.

The main expense classifications are, therefore, as follows:

- | | |
|-----------------|----------------|
| 1. Office | 5. Locker Room |
| 2. Slaughtering | 6. Plant |
| 3. Processing | 7. General |
| 4. Selling | |

All expense transactions should be recorded in accordance with the above classification where possible. Provision for this classification has been made in the accounting records. Items such as interest, taxes, etc., which cannot be charged in their entirety to any one of these classifications, should be entered in the miscellaneous columns of the records, and, posted individually to their proper account as these items will be later distributed to the main expense classifications, on Expense Analysis Sheets provided, on a percentage basis. Items such as salaries, wages, etc., should be distributed to the main classification of expense through the use of time sheets accounting for the employees' time spent in each operation. Those items of expense which cannot definitely be allocated to the proper expense distribution should be prorated on a sales percentage basis in order that the profit and loss result of each phase of Locker Plant operations can be determined.

METHOD FOR DISTRIBUTING EXPENSE
ON A SALES PERCENTAGE BASIS

	<u>Amount</u>	<u>Percent To</u> <u>Total</u>
(a) Gross Income - Sales	\$	
(b) Slaughtering		
(c) Processing		
(d) Locker Rentals		
(e) Other Income		
(f) Total Income	\$ <u> </u>	<u>100%</u>

(a), (b), etc., \div (f) = Percent of Class of Sales to Total Sales.
Percent of (a), (b), etc., \times amount of expense to be distributed =
amount chargeable to the expense classification.

LOCKER PLANTS

Chart of Accounts

Balance Sheet Accounts

Asset or Debit Accounts

- 10.1 Cash - General Fund
- 10.2 Cash - Special Refrigeration Installation
- 10.3 Cash - Petty
- 10.6 Cash - Transfer of Funds
- 11 Temporary Cash Investments
- 15.1 Accounts Receivable - Members and Patrons
- 15.2 Accounts Receivable - Other
- 15.3 Accounts Receivable - Special Refrigeration Installation
- 20 Merchandise Inventory (For Sale)
- 21 Supplies Inventory
- 35.1 Prepaid Insurance
- 35.2 Prepayments - Long Term Debt
- 35.3 Other Prepayments
- 40 Other Current and Accrued Assets
- 40.1 Deferred Debits
- 40.2 Retirements - Property
- 45 Allotment Available from REA

Liability or Credit Accounts

- 60.1 Accounts Payable - General
- 60.2 Accounts Payable - Special Refrigeration Installation
- 66 Locker Key Deposits
- 67 Patronage Refunds Payable
- 70.1 Taxes Accrued - U. S. Social Security - Unemployment
- 70.2 Taxes Accrued - U. S. Social Security - Old Age Benefit
- 70.3 Taxes Accrued - State Social Security - Unemployment
- 70.4 Taxes Accrued - Property
- 70.5 Taxes Accrued - State Sales
- 70.6 Taxes Accrued - Other
- 70.7 Taxes - Withholding
- 71 Deferred Interest - Long Term Debt
- 75 Other Current and Accrued Liabilities
- 80 Unearned Income - Advance Locker Rentals
- 81 Other Deferred Credits
- 85.1 Reserve for Depreciation - Buildings
- 85.2 Reserve for Depreciation - Lockers and Equipment
- 85.3 Reserve for Depreciation - Shop and Processing Equipment
- 85.4 Reserve for Depreciation - Tools
- 85.5 Reserve for Depreciation - Office Furniture and Equipment

- 85.6 Reserve for Depreciation - Transportation Equipment
- 90 Long Term Debt
- 93.1 Capital Stock - Memberships Subscribed - Unissued
- 93.2 Capital Stock - Memberships Issued
- 94.1 Capital Surplus
- 94.2 Earned Surplus

Fixed Capital or Plant Accounts

- 101 Organization Expense
- 102.1 Land
- 102.2 Land Improvements
- 103 Buildings
- 104 Lockers and Equipment
- 105 Shop and Processing Equipment
- 106 Tools
- 107 Office Furniture and Equipment
- 108 Transportation Equipment
- 120 Construction Work in Progress - General Funds
- 121 Construction Work in Progress - Special Refrigeration
Installation

Profit and Loss Accounts

Income Accounts

- 200 Locker Rental Income
- 201.1 Slaughtering Income
- 201.2 Processing Income
- 202 Sale of Merchandise
- 203 Sales of Supplies
- 204.1 Bulk Storage
- 204.2 Salvage Sales

Expense Accounts

- 301 Locker Room Expense
- 302.1 Slaughtering Expense
- 302.2 Processing Expense
- 303 Cost of Merchandise Sold
- 304 Office Expense
- 305 Plant Expense
- 306 Sales Expense
- 307 Transportation Expense
- 308 Power
- 309 Water, Light and Heat
- 310 Insurance and Bonds
- 311 Directors' Fees and Mileage

311.1 General Expenses
312 License and Inspection
313 Rent, Land, Buildings, etc.
314.1 Depreciation of Building
314.2 Depreciation of Lockers and Equipment
314.3 Depreciation of Shop Equipment
314.4 Depreciation of Tools
314.5 Depreciation of Office Furniture and Equipment
314.6 Depreciation of Transportation Equipment
315.1 Taxes - U. S. Social Security - Unemployment
315.2 Taxes - U. S. Social Security - Old Age Benefit
315.3 Taxes - State Social Security - Unemployment
315.4 Taxes - Property
315.5 Taxes - State Sales
315.6 Taxes - Other
316 Interest on Long-Term Debt
317 Merchandise Purchases

Balance Sheet Accounts

Assets and Other Debits

10.1 Cash - General Fund

This account shall include all cash except as provided for elsewhere.

10.2 Cash - Special Refrigeration Installation

All cash received from the Rural Electrification Administration for special installation and construction should be deposited in this account, also cash received as a refund on previous expenditures from this fund.

10.3 Cash - Petty

This account shall represent only such cash as has been specifically set aside from General Funds for the purpose of paying small items for which it is not convenient to issue checks at the time of purchase.

10.6 Cash - Transfer of Funds

This account shall be used for clearing funds transferred from one cash account to another. There should never be a balance in this account at the end of any accounting period.

11 Temporary Cash Investments

This account shall be debited with the book cost of investments, such as United States Bonds, Certificates of Deposit and similar investments acquired for the purpose of temporarily investing General Fund Cash.

15.1 Accounts Receivable - Members and Patrons

The balance in this account shall represent the amount due from members and patrons for slaughtering and processing services, locker rentals, sales of merchandise, and other miscellaneous services. The balance in this account must be reconciled monthly with the total of balances in the Members' and Patrons' Subsidiary Accounts Receivable Ledger.

15.2 Accounts Receivable - Other

This account shall include all accounts receivable from members,

patrons and others not otherwise provided for, such as returned checks and other miscellaneous charges other than those arising from ordinary operations.

15.3 Accounts Receivable - Special Refrigeration Installation

This account shall contain all amounts due to the Special Installation Fund from General and other funds.

20 Merchandise Inventory (For Sale)

This account shall be debited with opening inventories and credited with closing inventories, the offsetting entry in each instance being made to Account 303, Cost of Goods Sold. It is intended that this account shall record inventories only and any necessary adjustments thereto.

21 Supplies Inventory

This account shall be charged with the cost of all supplies purchased for use in slaughtering, processing and merchandising operations, such as cartons, twine, wrapping paper, and other miscellaneous supplies, and includes all transportation and other costs incurred in their acquisition.

At the end of each accounting period (monthly) a physical inventory of supplies on hand should be taken in order to determine the cost of supplies used in operations. For bookkeeping purposes the cost of supplies used will be the purchase cost less any profits derived from supplies sold, if any. This is true as for supplies sold; an invoice is rendered and the sale credited to a Sale of Supplies account, the balance of which is cleared to Account 21 Supplies Inventory at the close of each accounting period.

Entry for closing Supply Sales Account to Account 21, Supplies Inventory, and recording value of the new inventory, charging Account 303, Cost of Goods Sold, and clearing value of previous inventory is as follows:

Dr. 21. Supplies Inventory (Value of New Inventory)	\$40.00
Dr. 203 Sale of Supplies	50.00
Dr. 303 Cost of Goods Sold (Supplies Used)	60.00
Cr. 21 Supplies Inventory (Book Value end of period)	50.00

Computation:

Old Inventory Value	\$100.00
Add Purchases "	50.00
Book Value	150.00
Less Sales (Acct. 203.3)	50.00
	100.00
Less New Inventory	40.00
Used for Period	60.00

35.1 Prepaid Insurance

This account shall be charged with the amount of premiums paid in advance for the various types of insurance. An insurance Register should be kept showing the policies in force and the amounts prorated for each policy each month. Credits are to be made for the proration each month, debiting Insurance Expense.

35.2 Prepayment - Long Term Debt

This account shall be charged with advance payments on the Long Term Debt, regular payments of principal being charged to Account 90 - Long Term Debt.

35.3 Other Prepayments

This account shall include all prepayments not otherwise provided for, such as prepaid taxes, prepaid rent, prepaid interest, etc. It is recommended that a register be established, showing the total prepayments and the prorata amounts to be distributed for each period.

40 Other Current and Accrued Assets

This account shall contain all current and accrued assets not otherwise provided for. Items of an expense nature should be included in Account No. 40.1 Deferred Debits.

40.1 Deferred Debits

This account shall include items of an expense nature not otherwise provided for, the charging of which is to be made to subsequent accounting periods. If necessary, a register may be maintained to facilitate the monthly charges to expense.

40.2 Retirements - Property

This account shall record the original cost value of major units of property retired from service. It shall be credited with depreciation accrued to date of retirement (the offsetting debit being made to the proper reserve account) and any salvage value, the remaining balance being the net gain or loss which is to be written off to operations over future periods or charged to surplus, as the proper procedure dictates.

45 Allotment Available from REA

This account shall be charged, by journal entry, with the amount of each allotment made by REA for construction of the Locker

Plant, the offsetting credit being made to Account 90, Long Term Debt. As advances are received this account shall be credited and Account 10.2, Cash - Special Refrigeration Installation, debited. The balance will reflect the amount of unadvanced allotments.

Liability or Credit Accounts

60.1 Accounts Payable - General

The balance in this account shall represent the total amount of liabilities incurred and unpaid at the end of each month, payable from General Funds.

60.2 Accounts Payable - Special Refrigeration Installation

The balance in this account shall represent the total amount of liabilities incurred and unpaid at the end of each month payable from Special Refrigeration Installation Accounts.

66 Locker Key Deposits

This account shall be credited with deposits made as a guarantee for the return of keys to lockers, the offsetting debit being made to Account 10.1. This account shall be debited and Account 10.1, Cash - General Funds, credited when a key is returned and the deposit refunded.

67 Patronage Refunds Payable

Patronage Refunds may be made at the discretion of the Board of Directors, after approval has been secured from REA. Such refunds must be paid from net revenue as determined after consideration for provision for sufficient financing of day to day operations, payment of current obligations (those falling due within a year) and principal and interest payments to REA. In determining refunds the cash position should not be considered as the controlling factor. Net revenue after charges for depreciation and other charges must be considered.

Such refunds must be based on a patronage basis; it is important that non-members be treated the same as members with respect to Patronage Refunds. Further, as patronage refund requirements are met, the amount of refunds payable to each member must be evidenced by a Refund Certificate.

As refunds are declared the amount should be set aside as a division of Account 94.2, Earned Surplus, the offsetting credit

being to this account. As payments of refunds are made, or, the refund is used in payment of members' bills, this account should be charged, the offsetting credit being made to Account 10.1, Cash - General Funds, or Account 15.1, Accounts Receivable - Members.

- 70.1 Taxes Accrued-U. S. Social Security-Unemployment
- 70.2 Taxes Accrued-U. S. Social Security-Old Age Benefit
- 70.3 Taxes Accrued-State Social Security-Unemployment
- 70.4 Taxes Accrued-Property
- 70.5 Taxes Accrued-State Sales
- 70.6 Taxes Accrued-Other
- 70.7 Taxes-Withholding

These accounts shall be credited each month with the amounts of taxes accrued during the month, corresponding debits being made to the decimal accounts of Account 315, Taxes, or to other appropriate accounts. Such credits may be based upon estimates, but from time to time during the year as the facts become known, the amount of the periodic credits shall be adjusted so as to include as nearly as can be determined for each year the taxes applicable thereto.

71 Deferred Interest - Long-Term Debt

This account shall be credited with accrued interest on the Long-Term Debt of the Cooperative, the payment of which is deferred to some later date, the offsetting debit being made to Account 315. As payments become due Account 10.1 is credited and this account is debited.

75 Other Current and Accrued Liabilities

This account shall include all other unpaid current and accrued liabilities not provided for elsewhere.

80 Unearned Income - Advance Locker Rentals

This account shall be credited with payments or charges for locker rentals in advance for a period of 1 year or more. At the end of each month this account should be debited with the expired portions of the locker rentals previously credited, the offsetting credit being made to Account 200, Locker Rentals. Detail of advance locker rental payments; prorata to be considered as earned each month, is determined from Advance Locker Rental Income and Number Record.

81 Other Deferred Credits

This account shall include any deferred credit items not provided for elsewhere. A register, if necessary, should be kept giving the details for each item, showing the advance payment and the monthly prorata amount to be distributed.

- 85.1 Reserve for Depreciation - Buildings
- 85.2 Reserve for Depreciation - Lockers and Equipment
- 85.3 Reserve for Depreciation - Shop and Processing Equipment
- 85.4 Reserve for Depreciation - Tools
- 85.5 Reserve for Depreciation - Office Furniture and Equipment
- 85.6 Reserve for Depreciation - Transportation Equipment

These accounts shall include provision set aside as a charge against income for depreciation of the plant buildings, equipment, tools, furniture and fixtures and transportation equipment. Separate reserve accounts are provided because of the different depreciation rates and to facilitate adjustments in the accounts due to retirements, replacements, etc., also to determine the different depreciated values. Depreciation Registers must be maintained for each reserve account. The offsetting debits to reserve accounts are to be made to Depreciation Expense Accounts.

Replacement of small items of Shop, and Processing Equipment, Tools and Office Furniture and Equipment costing less than \$25.00 should be charged as expense, no adjustment to reserve accounts being required.

When major units of property are retired from service (Where any replacement unit is provided, the cost of the replacement unit should be capitalized by charging to the proper asset account,) the amount of accrued depreciation to date should be recorded in the proper reserve account. The cost value of such major unit being retired should be charged to Account 40.2, Retirements - Property. (See Account 40.2).

90 Long-Term Debt

This account should be credited with the amount of the Long-Term Debt Obligation to REA, as evidenced by loan contract and mortgage. All principal payments on Long-Term Obligation should be charged to this account. Prepayments of principal are charged to Account 35.2.

93.1 Capital Stock - Memberships Subscribed - Unissued

This account shall be credited with the value of memberships subscribed and for which membership certificates have not been issued. When a membership fee has been paid in full and membership certificate has been issued, the amount should be transferred to Account 93.2, Capital Stock - Memberships Issued. All membership fees refunded before transferring them to Account 93.2 should be debited to this account.

93.2 Capital Stock - Memberships Issued

Upon payment of membership fee and issuing of Certificates, the value of such fee should be transferred from Account 93.1 to this account.

94.1 Capital Surplus

This account shall include all surplus not classified herein as earned surplus. It shall include all donations or contributions, either cash or services performed, and which do not create an obligation for repayment.

94.2 Earned Surplus

This account shall include the balance of unappropriated surplus arising from earnings. It shall not include any amount pertaining to Account 94.1, Capital Surplus.

Fixed Capital or Plant Accounts

101 Organization Expense

This account should be charged with fees paid to Federal or State Government for the privilege of incorporation, membership solicitation and expense pertaining thereto, and expenditures incident to organizing the cooperative and putting it in readiness to do business.

102.1 Land

This account shall be charged with the cost of land and land rights owned by the cooperative. Land donated shall be charged at appraised values.

102.2 Land Improvements

This account shall be charged with the cost of improvements which increase the value of the land, such as grading, sidewalks,

driveways, landscaping, water lines, storm sewer, sanitary sewer, subsoil drain, etc. It shall be kept in such a manner as to enable the cooperative to furnish full information with respect to the balance therein at any time.

103 Buildings

This account shall be charged with the cost of all permanent structures, including all fixtures permanently attached and made a part of the building, excepting locker equipment and processing equipment. Donated services during construction shall be included at prevailing labor rates as part of the cost.

104 Lockers and Equipment

This account shall be debited with the cost installed of all locker equipment, such as insulation, refrigeration doors, refrigeration machine, chill room, sharp freezer, and locker room equipment.

105 Shop and Processing Equipment

This account shall be debited with the cost installed of all shop equipment, such as monorail, hangers, switches, outside hoist bracket, roller hooks, track scale, block and tackle, steam heating and boiler, rendering system, racks, wood shelving, chopping block, cutting table, wrapping table, meat grinder, electric meat saw, lard press, sausage stuffer, scale, racks and smokehouse equipment.

106 Tools

This account shall be debited with the cost of tools necessary for the operation of the plant, such as beef splitting and butcher saws, steak and boning knives, steels, tiers, carborundum stone, cleavers, block scrapers, masticator, hog hooks, aluminum spade, extension saw rods, block brush, bacon hooks, thermometers, rubber stamps, pad and dater, hog gambrals, paper rack cutters, twine cone hangers, dish pans, pails, crocks, butcher aprons and frocks, barrels for pickling meat, rubber hose and couplings, salimeter, hand pumps, enamel pans, baskets, cutters, sealers and other processing tools.

107 Office Furniture and Equipment

This account shall be debited with the cost of desks, chairs, file cabinets, typewriter, adding machine and other equipment.

108 : Transportation Equipment

This account shall be debited with the cost of delivery truck, trailer and other transportation equipment.

120 Construction Work in Progress - General Funds

This account shall include all capital items paid from General Fund. When General Fund is reimbursed from Special Refrigeration Installation Fund for any of these items, this account shall be credited and Account 121, Construction Work in Progress - Special Refrigeration Installation, debited in the following manner: When the Special Refrigeration Installation check is issued, Account 10.2 shall be credited and Account 121. debited in the check register. When the reimbursement check is deposited in General Fund bank account, Account 10.1 shall be debited and this account credited.

121 Construction Work in Progress - Special Refrigeration
Installation

This account shall include only approved capital items paid or payable from funds advanced by REA for construction, including engineering, supervision, and other overhead expenses incurred during the construction period.

Income Accounts

200 Locker Rental Income

This account shall be credited monthly with the amount of advance locker rentals earned for the month, amounts earned being determinable from Advance Locker Income and Number Record, the offsetting debit being to Account 80, Unearned Income - Advance Locker Rentals.

201.1 Slaughtering Income

This account shall be credited with revenue derived from slaughtering service. Slaughtering service revenue shall be considered as charges made for killing, scraping and gutting, which services lead to placing the animal in the chilling room. Chilling room charges are considered as processing revenue.

Any adjustments necessary to this account applicable to current years' revenue should be made to this account. If applicable to prior years' revenue the adjustment should be made to Earned Surplus.

201.2 Processing Income

This account shall be credited with the revenue derived from processing services, such as chilling, wrapping, freezing, cutting, grinding, curing and smoking meat, rendering lard, poultry dressing and freezing, and other similar services. Any adjustments necessary to this account applicable to current years revenue should be made to this account. If applicable to prior years revenue the adjustment should be made to Earned Surplus.

202 Sale of Merchandise

This account shall be credited with the revenue derived from merchandise purchased for resale, such as beef, pork, veal, poultry, fish, fruits, vegetables and other food stuffs.

Any adjustments necessary if applicable to current years sales will be made to this account. If applicable to previous years sales, to Earned Surplus Account.

For merchandise sold on a consignment basis see section of this manual entitled "Consignment Accounting."

203 Sale of Supplies

This account shall be credited with the sale value of all supplies sold. The balance being closed to Account 21 at the close of each accounting period. (See Account 21.)

204.1 Bulk Storage

204.2 Salvage Sales

These accounts shall be credited with the revenues which are not includible elsewhere, such as temporary storage of perishable products, salvage and other sundry sales.

Expense Accounts

301 Locker Room Expense

This account shall be charged with the cost of operating and maintaining the locker room, such as labor, repairs of a minor nature, supplies and other sundry expense. It shall also be charged with its prorata amount of indirect and overhead expense.

302.1 Slaughtering Expense

This account shall be charged with all expense paid or incurred

in connection with slaughtering operations, such as labor, cost of supplies, transportation cost, tool repairs and cost of replacement items with a value less than \$25.00 and its prorata share of indirect and overhead costs. Slaughtering operations may include transportation cost in picking up animals, labor, killing, scraping and gutting.

302.2 Processing Expense

This account shall be charged with all expenses paid or incurred in connection with processing operations, such as cost of chilling, cutting, wrapping, grinding, stuffing, curing, poultry dressing, lard rendering, and vegetable and fruit processing. It shall also be charged with labor, cost of supplies, tool repairs, cost of tool replacements with a value less than \$25.00 and its prorata share of indirect and overhead costs.

303 Cost of Merchandise Sold

Debit with previous inventory, crediting Account 20, Merchandise Inventory. Credit with current inventory, debiting Account 20, Merchandise Inventory. Debit with amount of Purchases for the period, crediting Purchases Account. Debit or credit with any other adjustments affecting Inventories for the period. From the above entries, the Cost of Goods Sold can then be determined as follows:

Inventory Beginning of Period
Add - Purchases - Net

Less Inventory End of Period
Cost of Goods Sold

=====

304 Office Expense

This account shall be charged with all office expense including salaries, supplies, postage, stationery, telephone, etc., and other items of expense directly chargeable. It shall not include supplies used in slaughtering and processing operations.

305 Plant Expense

This account shall be charged with all expense applicable to the plant such as minor repairs and maintenance to lockers, equipment, plant buildings, janitor expense, etc.

306 Sales Expenses

This account shall be charged with expenses applicable to

selling such as advertising, salesman salaries, supplies, etc.

307 Transportation Expense

This account shall be charged with the cost of operating and maintaining delivery equipment, including oil, gas, license, garage rent, repairs of a minor nature, insurance and other miscellaneous truck expense.

308 Power

This account shall be charged with the cost of electric energy used to operate refrigeration plant, processing equipment, and other plant purposes.

309 Water, Light and Heat

This account shall be charged with the expense incurred in obtaining water, light and heat necessary for the operation of the plant.

310 Insurance and Bonds

This account shall include the cost of insurance on buildings, building equipment, locker equipment, processing equipment, office furniture and equipment, employees' bonds and food products on hand. Insurance premiums paid in advance shall be charged to Account 35.1, Prepaid Insurance. Each month the expired position shall be transferred to this account and that portion applicable to transportation equipment to Account 307.

311 Directors' Fees and Mileage

This account shall include directors' fees and mileage paid or payable for attendance at board or committee meetings as provided for by the bylaws.

311.1 Other General Expenses

This account shall include any other miscellaneous expenses not otherwise provided for, such as cost of annual meetings, periodical subscriptions, etc.

312 License and Inspection

This account shall be charged with license and inspection fees paid the state or other public authority.

313 Rent, Land, Buildings, etc.

This account shall be charged monthly with the proportionate amount of rent on land and/or buildings used in connection with the operation of the Locker Plant.

314.1 Depreciation of Building

314.2 Depreciation of Lockers and Equipment

314.3 Depreciation of Shop and Processing Equipment

314.4 Depreciation of Processing Tools

314.5 Depreciation of Office Furniture and Equipment

314.6 Depreciation of Transportation Equipment

These accounts shall include the monthly charges for depreciation of Fixed Assets. The offsetting credits shall be made to the appropriate subaccount of Account 85, Reserve for Depreciation. The charge is based on the total plant cost as reflected in Accounts 103 to 108 inclusive, and Accounts 120 and 121.

315.1 Taxes-U. S. Social Security-Unemployment

315.2 Taxes-U. S. Social Security-Old Age Benefit

315.3 Taxes-State Social Security-Unemployment

315.4 Taxes-Property

315.5 Taxes-State Sales

315.6 Taxes-Other

These accounts shall include the amount of taxes applicable to the Locker Plant Operations for the proper period as covered by the Income Account.

These accounts should be charged monthly and the tax liability accounts (Taxes Accrued) concurrently credited for the amount of taxes applicable to operations. That portion of taxes applicable to Construction shall be charged to Account 120, Construction Work in Progress.

316 Interest on Long-Term Debt

This account shall include all amounts paid and/or accrued for interest on the Long-Term Debt, except that interest during construction shall be charged to Account 120, Construction Work in Progress.

317 Merchandise Purchases

This account shall be charged with the cost value of merchandise purchased for sale, freight and handling in and other items which increase the cost of the merchandise for sale.

Forms, Records and Reports

The following forms, records and reports are to be used in connection with the operating of Locker Plants.

Forms

Form FI-9 Public Voucher for Payment Under Installation Contract

Form FI-134R - Statement of Purposes and Expenditures

Membership Record Card

Advance Locker Income and Number Record

Invoice

Daily Cash Transactions

Daily Summary of Sales Transactions

Expense Analysis Record

Plant Order

Merchandise Inventory

Supplies Inventory

Patrons Inventory

Records

General Ledger

General Journal

Accounts Receivable Ledger - Members and Patrons

Cash Book - Receipts and Disbursements - Special
Installation Fund

Cash Book - Receipts and Disbursements - General Fund

Reports

Monthly Operating Report

Membership Record Card

A membership record card is to be maintained for each member, including thereon all the information called for. This card may be a regular 3x5" stock card mimeographed for the purpose. Card File should be arranged and kept in alphabetical order.

Advance Locker Incomes and Number Records

This record may be maintained on a columnar sheet. It is designed to enable the setting up of locker rental income for each month. This is necessary as locker rentals are paid in advance and each month only a portion of the rental is earned. The record will indicate whether the rental was paid in cash or charged to the member, locker number and the member's name. Each time the rental is collected, the entire amount should be distributed for each month for the calendar year, as a new record is to be started each year. Amount of rentals ,

applicable to the succeeding year should be shown in total in the last or Balance column. At the time of preparing the record for the following year, the amount shown in the last or Balance column will be entered in the column Balance Forward under Locker Rental Amounts and prorated for each month. It will be noted the total of the three columns under the heading, Locker Rental Amounts, will be in agreement with the total of the amounts shown in the months and balance columns. Each month, as locker rentals expire, the number should be listed in the locker number column under the previous month's total. If the locker rental is renewed, proration of the rental by months should be made. If the locker rental is not renewed, it should be listed without any proration of rentals. Such listings will indicate at all times lockers which are not rented.

The monthly journal entry setting up the locker income earned should be made on the basis of the total in the column for the particular month. The difference between the sum of Locker Rental amounts and the sum of the various unearned monthly columns will prove the balance in Account 80, Unearned Income - Advance Locker Rentals.

Invoice

As a basis for recording cash or charge sales, posting Accounts Receivable ledger, etc., it is necessary that a form of invoice be used to record each transaction. An original and two copies are necessary. The type of invoice suggested may be in pad form for use on typewriters, but preferably a fan-fold arrangement for use on counter machine is more desirable. Invoices should be serially numbered.

Provision is made for the various sales classifications and a miscellaneous line on which would be included transactions recording collection of membership fees, locker rentals, sale of supplies, etc. On the line Terms, if the transaction is to be charged, the word charge should be written. If the transaction is for cash, the word cash should be entered. Members and/or patrons should be required to sign each invoice. The second copy is to be given to the member as a record of the transaction. The original is to be placed on a binder in numerical order. The third copy is to be used as follows:

1. Assort all copies as to cash and charged sales.
2. Determine total charged sales by sales classifications entering total amounts for the day on the Daily Summary of Sales Transactions under the caption, "Charged Sales."
3. Cash transaction invoices are to be handled in a like manner, entering the amounts under the "Cash Sale" caption. Total cash sales transaction by sales classifications are also to be entered on the Daily Cash Transaction Report under the Cash Transaction caption;

Upon completion of handling of invoices as described above, they should be placed on binders, one for cash sales and one for charged sales in date order.

Daily Cash Transactions

Both collections and cash sales transactions should be recorded on this form daily. Collections, either by mail or received over the counter, should be detailed showing the name of the member making the payment. All amounts, either collections or cash transactions, should be entered in the debit column and distribution made according to whether a collection or cash sale transaction. The debit column should in all cases equal the total of the credit columns. Likewise, the total of the debit column should equal the total collections and cash transactions represented by cash as deposited in the bank.

Daily Summary of Transactions

The purpose of this form is to serve as a sales analysis record, division being made between Charge Sales and Cash Sales with a further division as to income derived from each sales classification. At the end of the month, the total of the charged sales will be the basis for making the monthly journal entry debiting General Ledger Accounts Receivable control and crediting the various sales accounts. No entry is to be made for the sales classification under cash sales as when bank deposits are made; the daily sales accounts will be credited and cash debited from the Daily Cash Transaction report. The amount shown under the caption Charged Sales and Cash Sales should equal the amount shown under the column headed Total Charged and Cash Sales.

The total of the detailed postings to individual Members and Patrons accounts in the Accounts Receivable ledger as made daily should be in agreement with the total charge sales shown on this form for the particular day.

Expense Analysis Record

For each expense classification, an individual analysis record is to be maintained. Therefore, separate analysis sheets should be provided for each of the following expense classifications.

1. Office Expense
2. Slaughtering Expense
3. Processing Expense
4. Sales Expense
5. Locker Room Expense
6. Plant Expense
7. Other General Expense

It will be noted from Expense Analysis Sheets that the detail breakdown of all of the various items of expense by months for each expense classification is called for. Those items which cannot, in their entirety, be directly charged to any of the above classifications, such as taxes, interest, transportation, power, rent, etc., are to

be distributed on a sales percentage basis as outlined under caption "Expense Analysis."

At the time of recording checks drawn in the Cash Disbursement Record a brief description should be shown, such as "salary," in the explanation column. It will then be possible to compile the detailed analysis of the major expense classification as called for by the "Expense Analysis Record."

Plant Order

It is necessary that provision be made to record the type of operations to be performed as an instruction to the slaughtering and processing departments in accordance with the members' or patrons' wishes. Also, to provide a means of determining the amount to be invoiced the member or patron and charging his account.

It is not possible to have all slaughtering and processing completed at the close of each accounting period which will necessitate work started in one period being completed in the following accounting period.

For purposes as mentioned above a form of "Plant Order" is to be used. This form should be in duplicate and serially numbered. It should be prepared by the plant manager or other employee as may be designated. The duplicate is to be retained in the office, the original sent to the plant. As the various operations are completed pertinent information is to be recorded on the original for determining charges to be made.

Upon completion of operations and after "Patron's Inventory" has been prepared the original "Plant Order" is to be returned to the office. The duplicate copy is then withdrawn from the incompleted file. Prices for work completed and total cost will be inserted on both the original and duplicate. Invoice will be prepared from the original, after which the original will be filed alphabetically to provide ready reference for future cutting instructions. The duplicate is to be filed numerically. Cross reference as to "Invoice" and "Plant Order" numbers should be made.

Any duplicate copies remaining on file at the end of the accounting period will reflect work in process for which invoices will be rendered in the subsequent accounting period.

Patron's Inventory

In order that a member may be advised of the results of the services performed for him, a Patron's Inventory is provided. After the operations have been performed and the inventory filled in, it should be put with the packages as they go into the fast freeze room and follow the food into the locker providing an inventory of items which have been added to the locker. Provision is also made on this form

for the member to check off packages as they are removed. A copy of this inventory should be retained in the Locker Plant office as evidence that certain items were placed in the member's locker.

Merchandise Inventory

No form of Merchandise Inventory is provided. Such an inventory should show the quantity, kind of article, unit price and total value.

Supplies Inventory

No form of inventory is provided for supplies. This should be prepared showing the quantity, type of supplies on hand, unit value and total value.

General Ledger

The usual form of General Ledger should be maintained with a sheet for each account as used and included in the Chart of Accounts.

Postings to General Ledger accounts will be made as follows:

1. Cash receipts and disbursements from the cash book.
2. Charged sales at the end of the month from the total Charged Sales caption of the Daily Summary of Transactions.
3. General Journal for adjustments, accruals, etc.
4. Locker incomes at the end of the month from Locker Income and Number Record.

General Journal

The usual form of journal is to be maintained in which there should be recorded those transactions representing adjustments, accruals, etc., and from which such entries are to be posted directly to the General Ledger accounts.

Accounts Receivable Ledger

Charges are to be posted directly from original charged sale invoices daily. Total postings to member accounts should be checked with the total as shown for charge sales on the Daily Summary of Transactions. Credits are to be posted daily from the Daily Cash Transaction Record. The Accounts Receivable Ledger contains a column headed Accumulated Patronage. As daily postings of charge sales are made to members' accounts on this record, the accumulated total of such sales is to be entered in this column. Likewise this column is to include cash transactions which are not posted to the Accounts Receivable record. The purpose of maintaining the record of Accumulated Patronage for both charge and credit sales is to have available the total patronage for use in connection with patronage dividends.

Cash Books - Receipts and Disbursements

Separate cash books are to be maintained for the General Fund and Special Refrigeration Installation cash.

Cash Book - Special Refrigeration Installation

The cash book for Special Refrigeration Installation may be a columnar book with suitable columnar headings for plant account numbers Construction Work in Progress Clearing Account Numbers, etc., inserted. No special cash book has been designed for this purpose for the reason that once construction is completed, there should be no further need for such a record.

Cash Book - General Fund

A columnar cash book should be purchased and headings made in the various columns in accordance with the cash receipt and disbursement sheets outlined.

Cash receipt sheets should be posted in total daily from the Daily Cash Transaction report, distributing the amounts in accordance with the various headings shown.

Cash disbursement sheets should be posted daily from checks drawn and distribution of the various expense classification made in accordance with such headings.

On both the cash receipt and disbursement sheets, a miscellaneous column is included in which will be entered any items which do not classify under the column headings and are not of frequent enough occurrence to warrant columnar distribution. The miscellaneous columns should be posted in detail to the General Ledger accounts. Summary should be made each month detailing total of the various amounts included in the miscellaneous column.

Both the receipt and disbursement sheets are self-balancing and should be proved each month.

Depreciation Registers

A schedule of depreciation rates is included as a part of this manual.

Suitable depreciation registers on analysis paper should be maintained and balances should be in agreement at all times with the General Ledger Depreciation Control Accounts.

Upon referring to the Chart of Accounts, it will be noted that separate depreciation reserves are maintained for buildings, lockers and equipment, shop equipment, tools, office furniture and equipment and transportation equipment. It will, therefore, be necessary to maintain a separate depreciation register for each account.

To facilitate the keeping of those registers, items which bear the same rate of depreciation should be grouped and subtotals maintained in order to eliminate the computation on every item bearing a similar rate.

Insurance Register

As insurance premiums are usually paid in advance and the amount of insurance applicable to each month is credited to the Prepaid Insurance account and charged to the proper expense account, it will be necessary that an insurance register be maintained.

The register should show the following information.

1. Name of the insurance company
2. Coverage
3. Effective dates of policies
4. Amount of premium

To the right of this information should be shown the amount of insurance applicable to each month for the life of the policy. The total of unused insurance as indicated by the register should be in agreement with the Prepaid Insurance account in the General Ledger.

SECTION II

BRANCH OFFICE ACCOUNTING

Under certain conditions it may be considered advantageous to employ one bookkeeper located at a central point to maintain the control records for one or more locker plants and employ a Cashier for each locker plant. Where such an arrangement is made it is necessary that all essential information for keeping the control records be received daily by the bookkeeper from each locker plant.

Control records generally will consist of the following:

1. General Ledger
2. General Journal
3. Cash Receipt and Payment Record
4. Accounts Receivable Subsidiary Record

There may be deviations from the above such as the Accounts Receivable Subsidiary Record being maintained by the Cashier at the locker plant.

The Cashier at each locker plant should maintain the following records:

1. Daily Cash Transactions
2. Daily Summary of Transactions
3. Advance Locker Income and Member Record
4. Membership Record
5. Prepare - Sales Invoices
Prepare - Daily Report
6. Maintain Accounts Receivable
Subsidiary Record where such record is not to
be maintained by the Bookkeeper

To provide the Bookkeepers with daily information for control record purposes the Cashier should:

1. Prepare Daily Cash Transaction statement in duplicate forwarding the original to the bookkeeper after it has been balanced with the cash for the day. If deposits are to be made by the Cashier copy of deposit slip should be attached. Bookkeeper will then also have information for posting Accounts Receivable Subsidiary Record and Cash Records. Daily Cash Transactions statement should also have attached original of the day's charge and credit sale invoices.
2. If Accounts Receivable Subsidiary Record is maintained at the outlying locker plant (1) above should be ignored and Daily

Report prepared in duplicate, the original being forwarded to the bookkeeper who will use it for posting daily totals to control records. If deposits are made by the Cashier, Daily Report should have attached copy of deposit slip.

3. In either (1) or (2) above Daily Summary of Transactions should be maintained by both the Bookkeeper and Cashier.
4. At the end of each month the Bookkeeper and Cashier must see to it that all subsidiary records such as Accounts Receivable, Advance Locker Income, Membership Record, Expense Accounts, etc. are in agreement with the control accounts as maintained in the General Ledger.

SECTION III

CONSIGNMENT ACCOUNTING

Where the handling of Merchandise for sale by locker plants is on a consignment basis the value of such merchandise, expense in handling, sales value and commissions earned must be kept separate from regular locker plant operating transactions.

For consignments received a separate "Consignment In" account for each consignment should be maintained as follows: "Consignment In - John Smith." All transactions whether cash or charge should be debited or credited to this account until the entire consignment is disposed of, It will be necessary that each transaction recorded be identified as applicable to its particular consignment account such as - Consignment In - John Smith.

Entry for expenses

Dr. Consignment In - John Smith
 Cr. Cash, Accounts Payable or Expense Account
 For Freight In, etc.

Entry for Sales:

Dr. Cash or Accounts Receivable
 Cr. Consignment In - John Smith
 Consignment sales per consignment sales
 invoices nos.

Entry for commissions:

Dr. Consignment In - John Smith
 Cr. Commissions Earned
 For commissions earned on consignment sales as follows:
 Consignment sales value
 Percent of Commissions agreed upon
 Commissions Earned

=====

Entry for Settlement:

Dr. Consignment In - John Smith
 Cr. Cash or Accounts Payable
 For Balance due consignee

In instances certain items of expense in connection with consignments may be paid and charged to regular locker plant operating expense account such as certain overhead items, salaries, etc. In such event it is necessary that regular locker plant operating expense accounts receive credit and "Consignment In" account be charged with its portion as provided for under "Entry for Expense."

In the event there is any agreement between the locker plant and the consignee as to any loss or shrinkage, entry should be made to the "Consignment In" account accordingly. After all entries have been made to the "Consignment In" account as outlined above, no balance should remain.

As settlement is made with the consignee a detailed statement of account should be attached to the check covering payment. Statement should be prepared from the "Consignment In" account and include all transactions reflected therein.

At the end of each accounting period (Monthly) some "Consignment In" accounts may not have been closed, that is all merchandise sold. Commissions earned to the date of closing should be recorded. Likewise any expense recorded in order that the consignment accounts will reflect all transactions to date. In preparing any Monthly Reports the net debit or credit remaining in the account should not be shown as one figure. The total debits and total credits in the account should be shown separately as they represent assets and liabilities respectively.

DEPRECIATION RATES

	Rate of Depreciation
Buildings:	
Pump House	2%
Plant Building	2%
Lockers and Equipment	
Lockers	5%
Insulation	2%
Ice Machine	10%
Wiring	4%
Key Rack	20%
Shop and Processing Equipment	
Meat Blocks	5%
Hoist	5%
Table	20%
Electric Meat Saw	10%
Meat Chopper	10%
Sausage Stuffer	20%
Enamel Pans	50%
Block & Tackle	50%
Garbage Cans	50%
25 ft. Hose & Nozzle	50%
Twine Holders	50%
Wire Baskets	50%
Paper Cutters	20%
Towel Cabinet	20%
Stamps, Rubber	20%
Scale and Hanger	10%
Lard Press	10%
Brine gun & Brine tester	10%
Processing Tools	
6 Knives & Cleaver	50%
2 Steels & Misc. Small Tools	50%
3 Saws	50%
Misc. small tools	50%

CASH DISBURSEMENTS

No.

MONTH . , 19

[illegible]

○
Z

CREDIT

BANK	
BANK	
BANK	

DAILY SUMMARY OF TRANSACTIONS

No. _____

MONTH _____, 19 _____

[illegible]

ON THIS SHEET NO. —

Journal of Management Inquiry 22(1) 3-16
© The Author(s) 2013
Reprints and permissions:
sagepub.com/journalsPermissions.nav
DOI: 10.1177/1056492613500000
jmi.sagepub.com

LOG 22.

11

116

[illegible][illegible]

USA ELECTRIC COOP.

ANYWHERE USA

DAILY REPORT

FROM _____ NO. _____

CASH TRANSACTIONS			
Slaughtering			
Processing			
Mdse. Sales			
Supplies			
Collections			
Accts. Receivable			
Advance Locker Rentals			
Membership Fees			
TOTAL CASH			
CHARGE TRANSACTIONS			
Slaughtering			
Processing			
Mdse. Sales			
Supplies			
Misc.			
TOTAL CHARGE			

SIGNED _____

NO.

MONTH _____, 19____

[illegible]

ADVANCE LOCKER - INCOME AND NUMBER RECORD

NUMBER
YEAR

LOCKER NO.	NAME	LOCKER RENTAL AMOUNTS			ANALYSIS LOCKER RENTAL INCOME												BALANCE
		CHARGED	CASH	BALANCE FWD.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	

EXPENSE ANALYSIS RECORD

SELLING EXPENSE

YEAR

[illegible]

MEMBERSHIP RECORD

NAME _____

ADDRESS _____

DATE OF APPLICATION _____

FEE PAID DATE _____ AMOUNT _____

CERTIFICATE DATE ISSUED _____ NUMBER _____

CERTIFICATE DATE CANCELLED _____

MEMBERSHIP FEE REFUNDED CHECK NUMBER _____ AMOUNT _____

REMARKS: _____

3 x 5 - Stock Card - Mimeographed

U.S.A. REFRIGERATING COOP.

NUMBER _____

ANYWHERE, U.S.A.

DATE _____

TERMS

MEM. ☐

NON. MEM. ☐

[illegible]

PLANT ORDER

No. _____
Inv. No. _____

Name _____ Address _____

Locker No. _____ Date _____ No. and Kind of Animals _____

No. Pieces _____ Weight _____ Description _____

BEEF OR VEAL:

PROCESSING, CURING, AND STORAGE:

Chuck: Roast _____ Steak _____

Chilling, Cutting, Wrapping and

Ribs: Roast _____ Steak _____

Freezing: Lbs. _____

Stew: _____

Loin: Roast _____ Steak _____

Grinding: Lbs. _____

Round: Roast _____ Steak _____

Hamburger _____

Curing: Lbs. _____

Steak Thickness: $\frac{1}{4}$ " _____ $\frac{1}{2}$ " _____ $\frac{3}{4}$ " _____
1" _____ $1\frac{1}{2}$ " _____

Smoking: Lbs. _____

PORK:

Head _____ Feet _____

Grinding; Mixing, Seasoning

Loin: Roast _____ Chops _____

Sausage: Lbs. _____

Sausage _____

Stuffing Sausage: Lbs. _____

Ham: Roast _____ Steak _____

Wrapping, Freezing: Lbs. _____

Shoulder: Roast _____ Steak _____

Sausage _____

Chilling: Lbs. _____

Bacon: _____ Lard _____

Slicing, Wrapping,

CURING:

Bacon & Hams: Lbs. _____

Hams _____

Rendering Lard: Lbs. _____

Shoulder _____

Bacon _____

Freezing, Wrapping,

Other _____

Poultry: Lbs. _____

Smoke: Yes _____ No _____

Remarks: _____

Freezing, Wrapping,

LAMBS:

Fish: Lbs. _____

Shoulder: Roast _____ Steak _____

Fruits: Lbs. _____

Breast: Roast _____ Steak _____

Vegetables: Lbs. _____

Loin: Roast _____ Steak _____

Bulk Storage: Lbs. _____

Leg: Roast _____ Steak _____

Remarks: _____

FRUITS OR VEGETABLES:

Size Package _____

(Signed) _____

Exhibit "D"

PATRON'S INVENTORY

Name _____ Locker _____ Date _____

Your Food has been processed with the following number of packages. If you check off from this list packages taken out, your records will show your locker inventory.

[illegible]

